

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1183

TITLE: ASSISTANT DIRECTOR OF PUBLIC WORKS

GRADE: S-36

DEFINITION:

Under direction of the Director of Public Works Department, in conformance with agency policies and procedures, to assist in the administration of the Department of Public Works, to act for the Director in his absence; and to do related work as required.

TYPICAL TASKS:

Assists the Director in the planning, administration and management of the activities of the Department;
Directs the preparation of reports, studies, and investigations for proposed County facilities;
Directs long-range planning and fiscal control;
Assists in the preparation of budgets;
Assists in directing the reporting and accountability to funds;
Assists in making special studies and reports.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the theory and practice of civil engineering, with specific reference to the construction and operation of public improvement;
Knowledge of the methods, equipment and materials used in public works construction, including buildings;
Skill in budgeting and administration;
Ability to develop effective and cooperative working relationships with local officials, the public, consultants and contractors;
Skill in the preparation of comprehensive engineering reports.

EMPLOYMENT STANDARDS:

Graduation from college with major course work in engineering, and seven years of progressively responsible public works management experience, three of which must have been in a supervisory capacity.

NECESSARY SPECIAL REQUIREMENTS:

Registration as a Professional Engineer in the State of Virginia is desirable.

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